

Executive Registry

71-1203

8 March 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 28 February 1971

1. The workload in February 1971 was 62,358 items, a 13% increase over February 1970. For the eight months of FY 1971 we are running even with the same period in Fiscal Year 1970.

2. As of 28 February 1971 we had an assigned strength of [] persons, the same as last month.

3. Friday, February 12, 1971 [] O/PPB, met briefly with [] and me to gather information re Automatic Dissemination. Also present were [] and [] representatives from the DDP. The suggestion was made to tour the State Department's Automated Terminal System in order to demonstrate the goals of our automation planning. [] escorted the three members of the Committee to State Department on Tuesday, 16 February.

4. On 26 February 1971, [] and I briefed [], Assistant Deputy Director Support, along with [], Chief DOMCA, Office of Communications on the missions and functions of the Cable Secretariat, and the status of ACT-II and took them through the shop. [] asked many questions and I believe he was satisfied with the way the Cable Secretariat operates, though I did receive word from [] that working conditions were not quite what he would like. With that as a lever, we have asked that certain work orders be completed and that the area be repainted.

5. On 2 February I made a trip to Seattle to review with the Collator Corporation their progress in designing a sorter for us. In turn, Mr. Snellman, the President of the company, and Mr. Davis, his chief engineer, visited the office on Saturday, 20 February to see first-hand how we processed cables. A proposal is to be submitted early in March and we hope to put in a purchase order shortly thereafter. The sorter will do our job exceedingly well in an area where we most need machine-help sorting and slotting cables.

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✓ Cable Secretary